**Invisible Army**

**Privacy Policy**

Please read this policy carefully to understand how we collect, use and process your personal data.

Introduction

The Invisible Army project, including all information and materials contained on it, is managed by Carina Andrews and Tina Gue.

For any questions regarding this Privacy Policy please contact us using:

invisiblearmy2020@gmail.com

Invisible Army is committed to ensuring the privacy of all our users. This Privacy Policy governs all documents and the Invisible Army website. It does not apply to pages or applications hosted or operated by other collaborating organisations or third-party sites. The Invisible Army Website may be linked to the websites/applications of such other parties, but those other sites may have their own privacy policies which apply to them.

Consent

By completing the Invisible Army consent form, you consent to the terms of this Privacy Policy. Invisible Army may change the terms of this Privacy Policy from time to time. Your continued use of the Invisible Army Website will be on the terms of this Privacy Policy as amended from time to time.

What types of information do we collect and store?

The type and amount of information we receive, and store depends on what you share with Invisible Army. We are collecting carers' stories through photographs and words.

How do we use information collected?

Your personal information will be retained by Invisible Army in a secure environment.

All information that Invisible Army wishes to share (through public exhibition, online or otherwise) will be discussed with you and a signed consent form will be gained before any information is shared.

General Data Protection Regulation (GDPR) says children under 16 cannot give consent although this is likely to be reduced to 13 in the UK (this policy will be reviewed if/when this occurs).

We will seek consent from a parent or guardian for those under 16 years and those 16 and over we will request their consent directly.

We will then only use that information in connection with the purposes for which it is submitted, or as otherwise explained before consent form was completed, or as necessary for us to comply with our legal obligations (including Safeguarding).

Security

We take appropriate security measures to ensure that we keep your information secure and accurate.

Part of Invisible Army’s aim is to create an archive of carers (unpaid) stories to be used to make the challenges and joy carers cope with everyday visible. This means we will keep information indefinitely as we are holding it for archiving purposes in the public interest.

We hold your information on Google Drive, a hard drive which has a password, as well as on our computers which also have passwords.

Any photographs we share will be labelled with “© Invisible Army”.

Sharing of your personal information

The information you provide will not be sold or rented nor will it be shared with third parties unless we have your written permission (via our consent forms) or we are required to disclose the information by law.

We do aim to share your consented stories and photographs with the general public (via exhibitions, online platforms and third-party organisations).

Website

The Invisible Army Website is hosted by third party service providers (Wix) and therefore any personal details you submit through the Invisible Army Website may be processed by that third party service provider. This third-party services provider will process your personal information only on Invisible Army’s behalf and will be bound by strict confidentiality conditions.

Use of cookies

A cookie is a text-only piece of information that a website transfers to your computer’s hard disk so that the website can remember who you are. A cookie will normally contain the name of the Internet domain from which the cookie has come, the “lifetime” of the cookie, and a value, usually a randomly generated unique number.

If you wish to restrict or block cookies you can set your internet browser to do so – click on the following link for more information: [www.aboutcookies.org](http://www.aboutcookies.org).

Access to your personal information

The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data, as well as other supplementary information. You have rights of access to personal information that we hold about you, to correct that information or, in some circumstances, to object to our processing of your information, under data privacy law. If you wish to exercise any of these rights or have any questions about this policy, please use details stated above.

Your Rights under GDPR

We aim to meet your rights under the UK General Data Protection Regulation. You can access information on your rights here:

[www.ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/](http://www.ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/)

This has been confirmed by:

Tina Gue

Carina Andrews

Date: 21/07/2021

Date to be reviewed: 21/07/22